



TEXAS HEALTHCARE TRUSTEES

Application for THT Trustee Recognition

This application has two parts. Part I provides current contact information. Part II provides information on governing board standards and examples of evidence which support your achievement of the standard.

Date: / /

Part I: Governing Board Member Information

Name

Home Address

City

State

Zip Code

Phone #

Fax #

E-mail

Hospital Information:

Hospital Name

Hospital Address

City

State

Zip Code

Hospital Phone #

Hospital Fax #

Administrator/CEO:

Name

Title

Part II

Governing Board Member Standards

Please check the standard achieved and all examples of evidence that apply to you and attach supporting documentation. Supporting documentation can include:

- personally signed statements
- attendance records
- newspaper articles
- board meeting minutes
- governance education certificates of attendance
- resume
- letters or statements from your Hospital CEO or Board Chair
- records of offices held
- copies of board agendas

Please feel free to include any additional documentation in support of meeting the governance standards. If an example of evidence is checked, then documentation must be furnished. Call Amy Gayhart at 512/465-1013, if you have any questions.

Commitment to the hospital and the community it serves

Examples of Evidence:

- Participate in civic activities and other health care organizations
- Act at all times in interest of the hospital
- Participate in advocacy
- _____

Commitment to meeting the fiduciary duties of Care, Loyalty and Obedience and governance obligations in bylaws, accreditation standards and law

Examples of Evidence:

- Attend board retreats
- Regularly attend board and committee meetings
- Participate as an officer or committee chair
- Carry out committee and board assignments
- Demonstrate knowledge of Joint Commission and Medicare certification standards
- Participate in accreditation visits and surveys
- Participate in budget approval
- Act on credentialing recommendations
- Approve financial plans including operating budgets, capital budgets and investment policies
- Oversee annual financial audit
- Annually review hospital by-laws
- _____

Commitment to governance educational development

Examples of Evidence:

- Certificates of attendance for attending trustee education
- Report to board on educational activities
- Participate in internal board education
- Participate in external board education
- Participate in board planning retreat
- Regularly read health care and governance periodicals
- Author of papers, articles, etc.
- _____

Understands the board's conflict of interest policy and does not violate it

Examples of Evidence:

- Comply with Conflict of Interest Policy
- Disclose potential self conflicts
- Abstain from vote when appropriate
- Sign conflict of interest policy annually
- _____

Participate in performance evaluation of self, the board and the CEO

Examples of Evidence:

- Complete self assessment at least biennially
- Participate in annual CEO evaluation
- Participate in assessment of full board at least biennially
- _____

Prepare for each board and committee meeting

Examples of Evidence:

- Demonstrate knowledge of issues before the board
- Active participation at board and committee meetings
- Review of board materials distributed prior to and at board meetings
- Participate in board member orientation program.
- _____

I meet the Texas Academy of Governance standards for trustee recognition.

Applicant

Signature

Date

The Applicant meets the standards for trustee recognition.

Governing Board Chairman

Signature

Date

Administrator/CEO

Signature

Date

If you have any questions, please call Amy Gayhart at 512/465-1013 or e-mail at agayhart@tha.org.

**Please mail completed application and supporting documentation to:
Texas Healthcare Trustees
P. O. Box 679010
Austin, Texas 78767-9010**

Revised 2007

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